



Marion Water Department MINUTES 2 09 2021

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 4:06 PM, on February 9, 2021, through a virtual meeting held on Zoom. Trustees William Kling, John McIntosh, Mary Ann McComas, Greg Hapgood and John Bender participated in the Zoom meeting. Chairman Bender called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Andy Smith, Operations Supervisor and Curt Huhndorf, Distribution Foreman.

Nick Glew, President of MEDCO gave a brief presentation to the board regarding local economic employment numbers, housing/commercial data, and current capital building projects coming to Marion in 2021.

Motion by McComas, seconded by Kling to approve the January minutes and January disbursement and fund balance reports. Bender noted water revenues were up. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling to receive and file the 2020 Marion Water Department report of field activities. Steigerwaldt gave some highlights of the report. He stated a total of 4.2 miles of new and relayed water mains were installed in 2020 along with 48 new fire hydrants. This was the second all time high for water pumping which was 1,133,975,000 gallons of water. The most water ever pumped in one year was back in 2012 during the drought which was 1,142,952,000 gallons. Bender asked about the locate statistics. Steigerwaldt explained all locates are accounted for. Some locates are very simple and quick to locate while other locates can take a long time to complete. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McComas to receive and file a water connection fee request from Eagle View Partners from Cedar Falls for the installation of a new 8" water main along 12th Street between 7th Avenue and 6th Avenue where there currently is no water main. The developer is requesting the water department have the city's contractor install this water main with the city's contractor this summer and then the developer will reimburse the Water Department when they connect onto the new main. They plan on building two new buildings on this block with a total of 81 apartments. The first building is to start construction this summer. The board was agreeable to installing the water main with the city's contractor and then establishing a connection fee per building. This fee will be collected at the time they need water for the new buildings and the fee will be based on the contracted project bid costs. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling accepting the 2020 A Avenue Reconstruction Project and approving payment to the City of Marion for water main installation within the project for \$51,503.30. McComas stated this project was on her street and the contractor did a nice job. Steigerwaldt mentioned there were a couple of small change orders with this project on the water main installation. Vote: all Ayes (5-0)

Motion by McComas, seconded by Kling accepting the 2019 14th Street Reconstruction Project and approving payment to the City of Marion for the water main installation within the project for \$115,565.60. Hapgood asked if this was near St. Joes Church. Steigerwaldt stated it was. The project went from Brockman Avenue south to 12th Avenue. Steigerwaldt stated the project is completed and this was a known problem area for the department for main breaks. Vote: all Ayes (5-0)

Motion by Bender, seconded by Kling approving Resolution No. 21-05 accepting water main improvements in the Commons of English Glen 5th Addition to the City of Marion. McComas asked where this addition was located. Steigerwaldt stated this addition was north of 29th Avenue and east of Winchester Drive. Kling stated it was just north of his neighborhood. Steigerwaldt told the board the developer was Robson Homes of Cedar Rapids and there were 33 single-family homes planned within this development and several homes were already under construction. Roll Call Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Hapgood approving Resolution No. 21-06 accepting water main improvements in the Prairie Ridge Estates 8th Addition to the City of Marion. Steigerwaldt shared the location of this addition which is north of East Kacena Avenue and east of Highway 13. The developer was Chad Pelley with Rookwood Estates LLC of Mount Vernon. There are 32 new single-family lots in this addition. Roll Call Vote: all Ayes (5-0)

Motion by Kling, seconded by McIntosh approving Resolution No. 21-07 accepting water main improvements in the Nottingham Hills 9th Addition to the City of Marion. Steigerwaldt shared the location of this addition which is south of East Robins Road and west of Alburnett Road. The developer was Tony Cooper with BBAK Ltd of Marion. Hapgood shared the family names that made up the BBAK company name. There are 19 new large single-family lots in this addition. Roll Call Vote: all Ayes (5-0)

Motion by Bender, seconded by Kling approving water main application for the Edgebrooke Estates North 2nd Addition to the City of Marion. Steigerwaldt shared the location of this addition which was south of Tower Terrace Road and north on Edgebrooke Drive. The developer is Skogman Homes of Cedar Rapids and there were 22 single-family lots planned for this addition. Construction is planned for this summer. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling directing staff to perform a land appraisal on a parcel of ground at 6707 Lucore Road in Marion. Steigerwaldt told the board that he was notified by the engineering department that a person was under contract to purchase this piece of property of which Steigerwaldt has previously visited with the owners about purchasing over the last several years for a future elevated water tower site. The future buyer did not realize that this property would be annexed into the city nor did he realize that a future arterial road was planned to split this 7.56-acre tract of land. The owner of the ground would be responsible for this street installation and improvements along Lucore Road. Upon this information being shared with him, Steigerwaldt called him and expressed his interest in purchasing this ground. The new buyer was agreeable to selling the land after he closed on it in March as he did not want to pay city taxes nor install a future road. Steigerwaldt also met with Deb Krebill, Marion's Fire Chief at the property and she is interested in a portion of this property for a future fire training station. The board asked several more questions about the piece of ground. Steigerwaldt stated the next step would be to perform an appraisal on this property. He had a quote for \$500 from a local appraiser to do this work. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling approving Resolution No. 21-08 a resolution of necessity for the Well 5 and 8 Water Treatment Plant Improvement Project. Steigerwaldt stated this is the iron removal plant that V&K has been designing for the Well 5 site along 31st Street. Roll Call Vote: all Ayes (5-0)

Motion by Hapgood, seconded by McComas approving Resolution No. 21-09 ordering preparation of detailed plans, specifications, notice of hearing and notice to bidders, form of contract, and estimate of cost regarding the Well 5 and 8 Treatment Plant Improvement Project. Steigerwaldt stated the notice has been sent to the paper for publication and the estimate cost of the project is \$2.5 million. The completion date is June 2, 2022. Plans were now available for contractors to pickup and the DNR was also reviewing these plans. Roll Call Vote: all Ayes (5-0)

Motion by Kling, seconded by McComas approving Resolution No. 21-10 adopting final plans, specifications, notice of hearing and notice to bidders, form of contract, and estimate of cost regarding the Well 5 and 8 Treatment Plant Improvement Project. Roll Call Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Kling to set public hearing for the Well 5 and 8 Water Treatment Plant Improvement Project for March 9th, 2021 at 4PM. Vote: all Ayes (5-0)

Motion by Kling, seconded by McIntosh approving payment to Veenstra and Kim, Inc for design work on the Well 5 and 8 Water Treatment Plant Improvement Project for \$30,000.00 per approved contract amendment. Steigerwaldt reminded the board about this amendment that was approved at the January board meeting to compensate the engineers for the additional design work performed on this project due to the change in scope requested by staff. Vote: all Ayes (5-0)

Motion by Kling, seconded by Bender to remove from table – Personnel Policy No. 3.1 regarding working hours. Vote: all Ayes (5-0)

Motion by Bender, seconded by Kling approving updates to Personnel Policy No. 3.1 regarding working hours for the department. Kling explained to the board why he initially was concerned with the change in wording regarding overtime for employees at the January meeting. Since then, he had visited with Steigerwaldt who explained to him how overtime was being handled presently and Steigerwaldt did not intend for this process to change. Kling was satisfied with the minor changes and had no further questions or concerns. Vote: all Ayes (5-0)

Motion by McComas, seconded by Kling to receive and file an employee's vehicle bid form request from Andrew Briles. Mr. Briles was requesting to purchase Truck 12, a 2001 F450 with a dump box directly from the department for a set price. In the past when the department has disposed of vehicles, they have advertised that they are for sale and take sealed bids from prospective buyers. The highest bidder would purchase the truck. This would obtain the highest value for the department. The board did not feel comfortable in selling Truck 12 out right to an employee without going through the sealed bidding process. They requested that Mr. Briles submit a sealed bid in the future with the other potential bidders when the truck was ready to be disposed. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by McComas to receive and file a letter from Kwik Star Gas Station regarding the water service line leak in 2020. Bender and Hapgood stated they received this letter right before the meeting. Steigerwaldt stated he just got it from Kwik Star before the meeting. Kwik Star was requesting that we split the estimated cost of the water service line leak 50/50 with them as we were not able to prove the exact amount of water that was lost due to their service line leak. They were willing to pay the department \$54,252.78. The board discussed this amount and what it may cost in time and money to challenge their offer. The board ultimately decided to accept Kwik Star's offer. Vote: all Ayes (4-0)

Steigerwaldt led a discussion regarding the request to have the Squaw Creek Mobile Home Park install an above ground meter pit assembly. He gave the park a letter in the fall of 2019 to have this project completed by the fall of 2020 because they anticipated that the existing meter in the below grade pit may fail and the department did not want to replace this meter at their cost as they needed the new meter to be placed above ground in a meter shed with heat. In February of 2020, the below grade meter failed so the department estimated the park's water consumption at 350,000 CF based on the past several years consumption data. Some months it was more and some months it was less. There was no immediate action by the park to install the new above grade meter assembly as there was some

management turnover at the park. The Water Department continued to estimate the monthly water consumption.

At the end of 2019, the park had completed the installation of individual water meters in all the mobile home units. This made the tenants accountable for their own water consumption. However, the Water Department kept using the estimated consumption figure of 350,000 CF because the park had not replaced the below grade meter pit. A new park manager finally figured out that they were being over charged for water and did not realize that the meter was not working nor that they had to install the above ground meter assembly. To temporarily resolve the meter reading issue the Water Department allowed the park to purchase a temporary 3" water meter to replace the bad meter in the meter pit with the condition that they would hire a contractor and build the above ground meter assembly next spring.

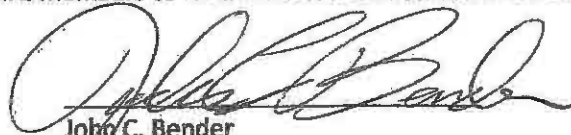
The temporary meter is reading a little bit higher water usage than the sum of all the individual water meters in the mobile home. We no longer estimate their water consumption. However, the park manager is requesting that they receive a credit on their account for the additional money charged because we were estimating them. The park has provided daily read reports to verify what they have consumed. Steigerwaldt stated that the new temporary meter is still showing slightly more consumption than the individual meters added up as they probably have small leak(s) that account for some water loss. He wanted to inform the board of this situation as the department has been dealing with this situation for over a year.

Steigerwaldt feels a credit is owed back to the park and could be put on their account once the above grade meter assembly is completed and there are more monthly reads to determine an appropriate water loss estimate for the months that we estimated their monthly water consumption.

Steigerwaldt informed the board about the Lindale Elevated Water Tower Project. He was contacted by a new company employee from SUEZ - Utility Services Company. The new contact asked about the payment for the painting of the tower which we have never received an invoice for. He told the new person that a 1-year inspection has not been completed yet per the contract. The former project contact was no longer with the company. Steigerwaldt told the new person to schedule a tower inspection for this spring per the contract and then we would discuss a partial payment and any paint repairs needed on the tower as it is evident that there are some paint failures occurring that need to be addressed per the contract.

The Zoom meeting was abruptly ended at 5:30 pm as another city group had started another meeting at 5:30 PM. Steigerwaldt was unable to reconnect with the board members for a quorum so he ended the meeting and individually contacted the board members to let them know what had occurred.


Todd Steigerwaldt
Secretary


John C. Bender
Chairman